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2013

NEOPA General Meeting Minutes - October 2013

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NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

GENERAL MEETING MINUTES

Friday, October 18, 2013

Southeast Community College, Lincoln, NE

Approved April 11, 2014

The October 18, 2013, General Meeting of the Nebraska Educational Office Professionals Association was called to order by President Gretchen Walker at 11:09 a.m.

Roll Call:

Local Association	Attendance
Nebraska Department of Education (NDE Bridge)	9
Lincoln Public Schools (LPSAOP)	26
NEOPA Past Presidents	5
Omaha Public Schools (OEOPA)	2
University of Nebraska (UNOPA)	16
Wayne State College (WEOPA)	3
<i>FROLIKers</i> (UNOPA Past Presidents)	6
Members with No Local Affiliation	1

A quorum (10% of membership) was established.

Minutes – Denise Fisher:

The minutes of the April 19, 2013, general membership meeting were presented via written report.

*Motion by Amy Chandler, second by Susie Ahlberg: To approve the minutes as written.
The motion passed.*

Treasurer's Report – Linda Luedtke:

The Treasurer's Report was presented via written report. The report will be filed for audit.

Communications/Announcements – Gretchen Walker:

- President Walker announced the location of the 2014 National conference to be Portland, Oregon, in July. More information will be shared when it is received.

ELECTED OFFICER REPORTS:

President, Gretchen Walker

- The paperwork for Affiliation with NAEOP has been filed.
- President Walker announced the January 11, 2014, strategic planning retreat will be held in Lincoln, Nebraska, at the Staybridge Suites. All members are invited to attend.

President-elect/Membership – Mary Guest:

Membership information:

143	Active
14	Retired
15	Honorary
<u>1</u>	<u>Associate</u>
173	TOTAL

Vice President/Meetings Coordinator – Cathy Robertson:

- Today's workshop is hosted by the UNOPA with Mary Guest and Cathy Robertson as co-chairs
- NEOPA Polo shirts are available for sale and order
- Spring 2014 Conference will be held April 10-11, 2014, hosted by NDE BRIDGE
- The Spring 2014 Conference will include an evening celebrating the 50th anniversary of NEOPA
- The Fall 2014 Workshop will be hosted by WEOPA (Wayne State College)

Secretary – Denise Fisher:

No report.

Treasurer's Report – Linda Luedtke:

No report.

Past President/Field Service – Joyce Trevett:

No report.

Presidential Advisor – Lola Young (absent):

No report.

DIRECTOR REPORTS:**Awards – Joan Wilkins:**

- Information on the NEOPA Student Scholarship was sent to 260 high school guidance and business educators across the state
- Chair would like to develop a website link to post past and present awardees
- Chair Wilkins expressed disappointment that there were no nominations for the 2014 NEOPA Office Professional of the Year
- 2014 Administrator of the Year will be announced at the luncheon today

Bylaws – Rhonda Meyer:

No report.

Finance & Records – Vacant:

No report.

Information Technology and Newsletter – Diane Wasser:

- The latest issue of NEON is posted on the NEOPA website
- Chair Wasser encouraged contributions to the NEON by asking each local association to submit an article by Thanksgiving
- Details will be announced for members to vote on a preferred layout of the NEON
- An Affiliates tab is available on the website for contributions from any affiliated organization
- Members are encouraged to submit comments and suggestions about the website

Nomination – Carol Bom (absent):

No report.

PSP/NAEOP Liaison – Debbie Hendricks:

- Chair Hendricks reported that 19 Nebraskans attended the national conference in Alexandria, Virginia
- During the luncheon today, PSP awards will be given to 12 new recipients, 2 upgraded recipients, and 46 recertifying recipients

Ways and Means – Sue Gilleland:

- Fundraiser activities today include basket raffles and 50-50
- Village Inn Pie Gift Cards will be sold through January 15
- Tastefully Simple will be offered with a portion of the funds going to NEOPA

E-Series – Mary Guest:

- Final session of E-Series will be today
- Participants will receive either education credits or in-service credits
- Purpose of E-Series was to provide education credit opportunity for PSP requirements
- NEOPA membership will be sent a survey to determine effectiveness and future of additional E-Series programs

Past President – Joyce Trevett:

The annual report is complete and will be delivered to members during the week of October 21, 2013. Chair Trevett thanked Suzanne Penn for her assistance with the report.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

President Walker discussed the opportunity for Nebraska to host the 2016 National Association of Educational Office Professionals annual conference. The following are points that will need consideration:

- Will need buy-in from local affiliates and members
- Establish an ad hoc committee to determine feasibility
- The bid to host the national conference needs to be submitted 18 months prior to conference date, approximately January 2015

- Local affiliate presidents are asked to bring the event to their members and provide a letter of support to President Walker of intended assistance with the conference
- A conference chairman and institute chairman or co-chairs will be needed to guide the effort
- The conference is carried out with the assistance of the national office
- Conference is four days
- Contact President Walker with your interest in serving

ADJOURNMENT

The next scheduled NEOPA General Membership meeting will be held on Friday, April 11, 2014, in Lincoln, Nebraska. The meeting was adjourned at 11:40 p.m. by President Walker.

Submitted: Denise Fisher, Secretary
Gretchen Walker, President